

HFEA Executive Licensing Panel Meeting

15 February 2013

Finsbury Tower, 103-105 Bunhill Row, London, EC1Y 8HF

Minutes – Item 2

Centre 0259 – (Epsom and St Helier NHS Trust) – Variation of Licence to change the Licence Holder

Members of the Panel: Juliet Tizzard, Head of Policy & Communications (Chair) Hannah Darby, Senior Policy Manager Rachel Hopkins, Head of Human Resources	Committee Secretary: Neil McComb Observing: Rebecca Loveys
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Declarations of Interest: members of the Panel declared that they had no conflicts of interest in relation to this item.

The Panel also had before it:

- HFEA Protocol for the Conduct of Meetings of Executive Licensing Panel
- 8th edition of the HFEA Code of Practice
- Human Fertilisation and Embryology Act 1990 (as amended)
- Decision trees for granting and renewing licences and considering requests to vary a licence (including the PGD decision tree)
- Guidance for members of Authority and Committees on the handling of conflicts of interest approved by the Authority on 21 January 2009.
- Guidance on periods for which new or renewed licences should be granted
- Standing Orders and Instrument of Delegation
- Indicative Sanctions Guidance
- HFEA Direction 0008 (where relevant), and any other relevant Directions issued by the Authority
- Guide to Licensing
- Compliance and Enforcement Policy
- Policy on Publication of Authority and Committee Papers

Consideration of Application

1. The Panel considered the papers, which included an executive summary, an application to change the Licence Holder (LH), an acceptance letter from the proposed LH, a resignation letter from the outgoing LH and a CV of the proposed LH.
2. The Panel noted that an application to appoint Mrs Carolyn Croucher as LH had been received by the HFEA from Dr Elizabeth Sherriff, who is the Person Responsible (PR) for this centre.
3. The Panel noted that the current LH, Dr Rim Elrifai, has resigned from the post.
4. The Panel noted that the proposed LH, Mrs Carolyn Croucher, has the relevant qualifications and experience to carry out the required responsibilities.
5. The Panel noted that the proposed LH, Mrs Croucher, has written a letter confirming her willingness to assume the responsibility.
6. The Panel noted the Inspectorate's recommendation for the Panel to approve the appointment of Mrs Carolyn Croucher as LH.

Decision

7. The Panel agreed it was in receipt of the supporting documentation as required by the HFE Act 1990 (as amended) in relation to section 16(2), which sets out the requirements of a LH.
8. The Panel agreed to the Inspectorate's recommendation to appoint Mrs Carolyn Croucher as the LH with immediate effect, in accordance with section 18A of the HFE Act 1990 (as amended).

Signed: 
Juliet Tizzard (Chair)

Date: 27 February 2013